



**Solicitation
November 23, 2015**

RFP# 7550067

TITLE: Architectural and Engineering Services, Blanket Requirements, University of Rhode Island 2015-2019

Submission Deadline: Thursday December 17, 2015 at 10:30 AM (Local Time)

PRE-BID/ PROPOSAL CONFERENCE: Yes

Date: December 1, 2015 Time: 10:00 AM (LT)

Mandatory: Yes

Location: URI, Memorial Union RM 360, 50 Lower College Road, Kingston RI

Questions concerning this solicitation must be received by the Division of Purchases at thomas.bovis@purchasing.ri.gov no later than **12/4/2015 at 4 PM (LT)** Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, with responses will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Thomas Bovis

Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

TABLE OF CONTENTS

| | |
|--------------------------------------|---|
| Section 1 –Introduction | 3 |
| Section 2- Background and Purpose | 5 |
| Section 3- Scope of Work | 6 |
| General Scope of Work | 6 |
| Specific Activities / Tasks | 6 |
| Section 4 -Technical Proposal | 7 |
| Narrative and Format | 7 |
| Section 5 -Cost Proposal | 7 |
| Detailed Budget and Budget Narrative | 7 |
| Section 6- Proposal Submission | 7 |
| Section 7 –Evaluation and Selection | 9 |

SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the University of Rhode Island Office of Capital Projects, is soliciting proposals from qualified firms to provide Architectural and Engineering Services in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.gov . The initial contract period will be December 2015 through November 2019.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.

9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or contact charles.newton@doa.ri.gov.
15. The State reserves the right to award to one or more offerers. The State also reserves the right to award this project based on pricing alone.

SECTION 2: BACKGROUND

1. MISSION OF THE UNIVERSITY OF RHODE ISLAND

The University of Rhode Island is the State's public learner-centered research university. We are a community joined in a common quest for knowledge. The University is committed to enriching the lives of its students through its land, sea, and urban grant traditions. URI is the only public institution In Rhode Island offering undergraduate, graduate, and professional students the distinctive educational opportunities of a major research university. Our undergraduate, graduate, and professional education, research, and outreach serve Rhode Island and beyond. Students, faculty, staff, and alumni are united in one common purpose: to learn and lead together. Embracing Rhode Island's heritage of Independent thought, we value:

- Creativity and Scholarship
- Diversity, Fairness, and Respect
- Engaged Learning and Civic Involvement
- Intellectual and Ethical Leadership

2. PROJECT BACKGROUND

The University manages over 3.9M square feet of academic, administrative, research, and residential facilities, which constitute approximately 38% of the buildings owned by the State of Rhode Island. A number of them are 100 years old. For this reason, it is expected that the University will continue to oversee a large number of new construction, renovation and rehabilitation projects, funded by various sources for the foreseeable future to support the institutions mission. The University maintains an in-house project management staff of architects, engineers, and on occasion contract Project Managers to oversee the delivery of these projects to ensure quality while managing the project budget and schedule.

Professional architects, engineers and special consultants are selected to support single projects or, where appropriate, a series of related projects. They perform the study, evaluation and design services for the majority of the work.

In addition to Architectural services for a number of major projects, the University has engaged its primary Architectural firm(s) to assist it with the development of between 20 and 40 smaller projects. The work has included studies, renovation, rehabilitation and new construction of classrooms, offices, laboratories and building envelopes. The University plans to continue this practice for the period of (4) years. The University's goal is to pursue LEED Silver designation for all of its projects.

SECTION 3: SCOPE OF WORK

General Scope of Work

Provide Architectural services for a wide variety of projects on all four campuses of the University. Examples of typical tasks are but not limited to:

1. Survey of existing conditions
2. Programming and preparation of scope of work
3. Review of operating issues and standards with occupants and maintenance departments
4. Project design and engineering
5. Construction document preparation and project certification
6. Cost and schedule estimates
7. Construction administration through project close out
8. Provision of complete "as built" documentation

Schedule

The blanket assignment will be for the period of (4) years; however, it may be extended if additional scope and funding is brought to the program. The delivery schedule for individual projects will be set with each task assignment.

Budget

The specific Architectural projects have not been identified but it is expected that the assignment will include a number of projects not exceeding \$50,000 each. In the past, the average total Architectural fee for service was \$500,000 per year. Depending on funding and project requirements, however, the total fee may be less. The construction budget and fee will be set with each task assignment. At its sole discretion, the University may choose one or more firms to fulfill this assignment.

SECTION 4: TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the required elements:

1. Executive Summary – The executive summary is intended to highlight the contents of the Technical Proposal and to provide evaluators with a broad understanding of the offeror's technical approach and ability.
2. Capability, Capacity, and Qualifications of the Offeror –This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities and concentration of effort which apply to each (as well as resumes, curricula vitae or statements of prior experience and qualification).
3. Work plan/Approach Proposed –This section shall describe the offeror's understanding of the State/University's requirement, including the result(s) intended and desired, the approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that will or maybe confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each and will identify and describe what type of tutor training methodology will be utilized in the program.
4. Previous Experience and Background, including the following information:
 - i. A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects;
 - ii. A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position

SECTION 5: COST PROPOSAL

A **separate, signed and sealed**, Cost Proposal reflecting the fee structure proposed for this scope of service. Attached is a table or matrix for specific fees/rates or requested breakdown [if applicable].

SECTION 6: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at Thomas.bovis@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP# 7550067** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus 6 copies**) should be mailed or hand-delivered in a sealed envelope marked “**RFP # 7550067**” to:

**RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov. Only in copy marked “**Original**”.
3. **A separate Technical Proposal** describing capability, capacity and qualifications; previous experience and background of firm
4. **A separate, signed and sealed Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project on the form included herein.

In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Two electronic copies are requested (One for the State and one for the University) and it should be placed in the proposal marked “original”.

SECTION 7: EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The University of Rhode Island reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

| Criteria | Possible Points |
|--|------------------------|
| Staff Qualifications | 15 Points |
| Capability, Capacity, and Qualifications of the Offeror | 20 Points |
| Quality of the Work plan | 20 Points |
| Suitability of Approach/Methodology | 15 Points |
| | |
| Total Possible Technical Points | 70 Points |
| Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points * | 30 Points |
| Total Possible Points | 100 Points |

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

PROPOSAL FOR ARCHITECTURAL ENGINEERING SERVICES
 ESTIMATED WORK REQUIREMENT FOR BIDDING COMPARISON- BASE FEE
 PROPOSAL

| Job Description | Hourly Rate | Projected Hours | Extended Cost |
|-------------------------|--------------------|------------------------|----------------------|
| Principal Architect | \$_____ | 5,500 | \$_____ |
| Staff Architect | \$_____ | 5,500 | \$_____ |
| Project Manager | \$_____ | 4,500 | \$_____ |
| Technician/CAD Designer | \$_____ | 4,500 | \$_____ |
| Clerical | \$_____ | 2,000 | \$_____ |
| TOTAL PERSONNEL COST | | | \$_____ |

Multiplier Rate for Four-Year Contract Duration

Mileage is not reimbursable CALENDAR YEAR 2017 _____1.00_____

 CALENDAR YEAR 2018 _____

 CALENDAR YEAR 2019 _____

PROPOSAL SUBMITTED BY: _____

 Name of Firm

1. Printing and postage for reproductions of prints and specifications and the postage will be paid at actual cost multiplied by 1.00.
2. Approved sub consultants will be paid at actual cost multiplied by 1.06.
3. All other expenses must be included in overhead of staff billing rates.
4. RI State Fire Marshal and RI Building Code Commission Review fees when requested by the University will be paid as a reimbursable.